

The Village of Northfield

REGULAR COUNCIL MEETING AGENDA

January 8, 2019, 7:30 p.m.

Pledge of Allegiance

Call to Order; Roll Call

Appointment of President Pro-Tem of Council for 2020

Approval of Minutes: December 23, 2019 Regular Council Meeting

Presentation of Petitions, Memorials, and Remonstrances

Reports of Municipal Officers:

Jesse J. Nehez, Mayor
Finance Director, Jennifer Potvin
Richard Wasosky, Engineer
Brad Bryan, Law Director

Department Heads:

John Zolcus, Police Chief
Jason Buss, Fire Chief
Jason Walters, Service/Building Superintendent

Reports of Municipal Boards and Commissions:

Alan Hipps, Planning Commission
Mayor Nehez, Recreation Board

Reports of Standing Committees:

Finance
Roads and Public Works
Health and Welfare
Wages and Working Conditions
Fire and Safety
Buildings and Grounds

Legislation:

Ordinance No. 2020-01, An Emergency Ordinance Amending Section 238.15 of the Codified Ordinances Relating to the Position of Finance Assistant (First Reading)

Resolution No. 2020-02, An Emergency Resolution Confirming the Mayor's Appointment of Shannon Conway as Finance Assistant (Full-Time) (First Reading)

Old Business; New Business; Announcements

Executive Session (If needed)

Adjournment

**VILLAGE OF NORTHFIELD ORDINANCE NO. 2020-01
AN EMERGENCY ORDINANCE AMENDING SECTION 238.15 OF THE CODIFIED
ORDINANCES RELATING TO THE POSITION OF FINANCE ASSISTANT**

WHEREAS, the Mayor and Council desire to make the Finance Assistant position a full-time position.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Northfield, County of Summit, and State of Ohio:

SECTION 1. That the Council of the Village of Northfield hereby and herein amends Section 238.15 of the Village's Administrative Code relating to the position of Finance Assistant, effective January 13, 2020, as indicated in the attachment hereto.

SECTION 2. That the rest and remainder of the Codified Ordinances shall remain as presently drafted unless inconsistent herewith.

SECTION 3. That all formal actions of this Council concerning and relating to the deliberation and adoption of this Ordinance were taken in an open meeting of this Council or any of its legal committees and/or were in compliance with all legal requirements.

SECTION 4. That this Ordinance is hereby declared to be an emergency measure necessary for the public peace, health, and welfare of the residents of the Village of Northfield, for the reason that this change is sought immediately in order to assist with the operation of a municipal department, and this Ordinance shall take immediate effect upon its signature by the Mayor, or upon the expiration of time within which it may be disapproved by the Mayor, or upon its passage after its disapproval by the Mayor, as the case may be, pursuant to Village of Northfield Charter Section 4.11.

IN WITNESS WHEREOF, we have hereunto set our hands this _____ day
of _____, 2020.

Nicholas Magistrelli, Pres. Pro-Tem of Council

Jesse J. Nehez, Mayor

Approved as to Legal Form.

Bradric T. Bryan, Director of Law

I, Jennifer Potvin, Clerk of Council of the Village of Northfield, Summit County, Ohio, do hereby certify that the foregoing Resolution was duly and regularly passed by Council at a meeting held on the _____ day of _____, 2020.

Jennifer Potvin, Clerk of Council

**238.15 ESTABLISHMENT OF POSITION OF PART FULL-TIME
FINANCE ASSISTANT; DUTIES.**

(a) The ~~part~~ full-time position of Finance Assistant is hereby established.

(b) The Finance Assistant shall be hired and terminated by the Mayor with the approval of a majority of those persons elected or appointed to Council. The rate of pay for the position shall be determined by Council.

(c) The Finance Assistant shall work under the direction of the Mayor and Director of Finance on a ~~part~~ full-time work schedule to be determined by the Mayor and Director of Finance. The duties of the position shall include performing various tasks for the Director of Finance as needed; processing purchase orders, accounts payable, and accounts receivable; performing other special projects as determined by the Director of Finance; acting in the place of the Director of Finance upon the authorization of the Mayor and Director of Finance when the Director of Finance is not available to act; assisting the Director of Finance with the handling of human resources and personnel matters and information used by the Municipality in collective bargaining; conducting sewer maintenance fee billing; preparing minutes; and answering phones and attending to the needs of residents and visitors when required under the direction of the Director of Finance.

VILLAGE OF NORTHFIELD RESOLUTION NO. 2020-02
AN EMERGENCY RESOLUTION
CONFIRMING THE MAYOR'S APPOINTMENT OF SHANNON CONWAY AS
FINANCE ASSISTANT (FULL-TIME)

WHEREAS, Shannon Conway was appointed to the position of Part-Time Finance Assistant effective January 14, 2019; and

WHEREAS, the Mayor and Council desire to make the Finance Assistant position a full-time position, and Council desires to confirm the Mayor's appointment of Shannon Conway to the full-time Finance Assistant position.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Northfield, County of Summit, and State of Ohio:

SECTION 1. That the Mayor's appointment of Shannon Conway as Finance Assistant (Full-Time), effective January 13, 2020, is hereby confirmed. The rate of pay for the position shall be \$21.53 per hour. Ms. Conway shall be entitled to receive paid Holidays as they occur immediately after her hire date.

SECTION 2. That said appointment shall involve a one year probationary period pursuant to the terms of Section 11.04 of the Village Charter.

SECTION 3. That all formal actions of this Council concerning and relating to the deliberation and adoption of this Resolution were taken in an open meeting of this Council and/or were in compliance with all legal requirements.

SECTION 4. That this Resolution is hereby declared to be an emergency measure necessary for the public peace, health, and welfare of the residents of the Village of Northfield for the reason that it will assist with the operation of a Village Department, and this Resolution shall take immediate effect upon its signature by the Mayor, or upon the expiration of time within which it may be disapproved by the Mayor, or upon its passage after its disapproval by the Mayor, as the case may be, pursuant to Village of Northfield Charter Section 4.11.

IN WITNESS WHEREOF, we have hereunto set our hands this _____ day of _____, 2020.

Nicholas Magistrelli, Pres. Pro-Tem of Council

Jesse J. Nehez, Mayor

Approved as to Legal Form.

Bradric T. Bryan, Director of Law

I, Jennifer Potvin, Clerk of Council of the Village of Northfield, Summit County, Ohio, do hereby certify that the foregoing Resolution was duly and regularly passed by Council at a meeting held on the _____ day of _____, 2020.

Jennifer Potvin, Clerk of Council